

SKEMA

Skills, Knowledge, and Experience Mastery Assessment

Student Name _____ Starting High School Date _____

School Attended _____

School District _____ Ending High School Date _____

SKEMA—Skills, Knowledge, and Experience Mastery Assessment

Mastery Level 1	Mastery Level 2			Mastery Level 3			Mastery Level 4					
No Evidence or Minimal Mastery	Need Improvement			Mastered			Exceeds Mastery Expectation					
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.	Inconsistently demonstrates the skills or requires assistance to demonstrate the skill. Additional practice and/or independence is required.			Demonstrates the skill at a level required for the workplace or setting with rare exceptions and demonstrates continuous improvement and/or generalization.			Consistently demonstrates and generalizes the skill. Often exceeds the expectation and/or demonstrates leadership.					
Behavior	Domain			Mastery			Types of Evidence					
Required	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
Attendance of 70% or higher at school	X		X	*								
Attendance at work at a level commensurate with work peers	X		X	*								
Punctual to school and work	X		X	*								
Complies with health, safety, and emergency procedures at school and work.	X		X	*								

*Mastery at a level 3 or 4 is required in all of these to be an Occupational Diploma candidate

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Behavior	Domain			Mastery			Types of Evidence					
Critical	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
1. Respond to and meets new work challenges within a reasonable time frame provided needed visual supports or training	X		X	**								
2. Communicates concerns clearly and asks for assistance when needed.	X		X	**								
3. After a probationary period, work at a satisfactory rate for the job.	X		X	**								
4. Apply information previously learned to a new setting, routine, or scenario.	X	X	X	**								
5. Follow multi-step routine directions and/or at least 2-step non-routine directions.			X	**								

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Behavior	Domain			Mastery			Types of Evidence					
Critical	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
6. Use job-related tools, technologies and materials appropriately.	X		X	**								
7. Demonstrates flexibility when the nature of the work changes.	X		X	**								
8. Maintains workplace appropriate language and social skills for each work placement.			X	**								
9. Respect authority and chain of command	X		X	**								
10. Follow a task schedule presented in a variety of formats.	X		X	**								

****8 of 10 at a level 3 or 4 is required to receive the Occupational Diploma**

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Behavior	Domain	Mastery	Types of Evidence
Enhancing	Skills Knowledge Experience	Level of Mastery (1,2,3,4) Date of Mastery Who verified mastery	Norm-referenced Observation Forms Checklist Work Sample Other
1. Demonstrates respectful positive interactions with others and effective communication.	X		
2. Appropriately seek clarification when needed.	X		
3. Telling time—digital and analog.	X		
4. Understand the importance and budgeting of money.	X		
5. Reads fluently and with comprehension at a 5 th grade reading level.	X		
6. Complete forms, questionnaires, inventories, daily logs, etc. presented in variety of formats.	X		
7. Write simple messages or notes using paper or technology.	X		

SKEMA—Skills, Knowledge, and Experience Mastery Assessment

Work Experience: 2 years experience required for an Occupational Diploma

Work Experience	Start Date	End Date	Paid	Unpaid
Location			<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative				
Work Experience	Start Date	End Date	Paid	Unpaid
Location			<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative				
Work Experience	Start Date	End Date	Paid	Unpaid
Location			<input type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative				

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Evaluation or Performance Narrative				
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